

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **638**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION		Instructional Television
AGENCY		DIVISION
Item No.	Description	Retention
1	<p>RECORDS MAINTAINED ON MARYLAND ITV PRODUCTIONS</p> <p>These records include all clearances for use and scripts as well as auxillary material which becomes an integral part of a production.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a. Production Clearance <ul style="list-style-type: none"> 1. Adult/Fee 2. Child/Ward/Nonfee 3. Child/Ward/Fee 4. Adult/Nonfee 5. Music/Fee 6. Written Composition 7. Books/Print Material 8. Audio Visual Materials 9. Copyrighted Materials b. Parental Permission for Child Participation in ITV In-School Production c. Master Scripts and Clearances 	<p>RETAIN FOR THE LIFE OF THE PRODUCTION PLUS THREE (3) YEARS, THEN DESTROY</p>
2	<p>RECORDS MAINTAINED ON PUBLICATIONS AND PRINT MATERIAL</p> <p>These records are concerned with transactions involving ITV print material, both for in-house use and distribution to outside agencies.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a. Annual ITV Report b. Series Manuals (Samples) c. Series Photographs 	<p>RETAIN FOR FIVE (5) YEARS, AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

Angela Mc Donnell
Signature

Assistant State Superintendent
in Instructional Television

Title

April 1, 76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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m No.	Description	Retention
2	<p>(continued)</p> <ul style="list-style-type: none">d. Series Brochurese. Manual Invoicesf. Manual Sales Ledgerg. Applications for Printingh. Specifications for Printingi. Invoice for Billing for Manualsj. Authorization to Mail	
3	<p>RECORDS OF SERIES BROADCAST</p> <p>These records are concerned with the ITV broadcast schedule.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none">a. Instructional Television Weekly Scheduled Program Titles for Daily Schedule and Logb. Play Sheet for ITV Schedulec. Vendor Contracts for Dissemination	RETAIN FOR THREE (3) YEARS, THEN DESTROY
4	<p>RECORDS OF EVALUATION ACTIVITIES</p> <p>These records encompass all ITV research and evaluation activities.</p> <p>The following are included in this activity:</p> <ul style="list-style-type: none">a. Program Pilot Feedback Formsb. Interest Surveysc. Annual LEA ITV Development Surveyd. Survey of ITV Series Classroom Usage and Evaluatione. Special Purpose Surveys and Instruments	RETAIN FOR THREE (3) YEARS, THEN DESTROY

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m No.	Description	Retention
5	<p>(continued)</p> <p>GENERAL RECORDS</p> <p>These records include all materials necessary to conduct the business of the Division of Instructional Television.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a. Property and Equipment Action Request b. Requisition for Supplies c. Telephone Log d. Xerox Usage Record Sheet e. State of Maryland Institutional and Office Equipment Inventory f. ITV Control Card (Kine, Film) g. Kinescopes or Films of ITV Productions (stock accession) h. Pickup/Delivery Request i. Contracts with LEA for Special Services j. Request for Purchase to MCPB k. Annual Update of Information on ITV Coordinators, Curriculum Committees and Regional Advisory Board Members l. Fact Sheets on Series Recommended by Curriculum Committees m. Payment Request for Curriculum Services n. Vendors' Contracts (Awards) o. Series Development Records p. Workshop Activities Records q. Distributor Agreement Records r. Film Collection Inventory (Annual) s. Check-Out Form for Tape/Kine t. ITV Tape Stock Inventory (Annual) 	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY</p>

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m No.	Description	Retention
5	<p>(continued)</p> <ul style="list-style-type: none"> u. Order Form for non-Broadcast Modes v. Record of Shipment of non-Broadcast Modes w. Process for Payment for non-Broadcast Modes x. Periodical Subscriptions Inventory y. Accession Book for Additions to Library 	
6	<p>VIDEO-TAPES PRODUCED AT THE MARYLAND CENTER FOR PUBLIC BROADCASTING BY THE DIVISION OF INSTRUCTIONAL TELEVISION</p> <p>This series is only video-tapes that are originally produced by the Division of Instructional Television. Excluded are copies of video-tapes that are produced by other organizations or agencies.</p>	<p>RETAIN FOR THE LIFE OF THE PROGRAM THEN REUSE TAPES</p>